

Application Form for Grant or Renewal of Taxi Driver's or Private Hire Car Driver's Licence

This is an application to apply for the Grant or Renewal of a Taxi Driver's or Private Hire Car Driver's Licence made in terms of Section 13 of the Civic Government (Scotland) Act 1982.



Before completing this form please read the guidance and notes that are attached. If you are completing this form by hand please write legibly in block capitals.

SECTION 1: TYPE OF LICENCE			
1.1 Specify the type of licence you are applying for:			
		<i>Please Tick One Box Only</i>	
Application for Private Hire Car Driver's Licence		<input type="checkbox"/>	
Application for Taxi Driver's Licence		<input type="checkbox"/>	
Application for Special Events Private Hire Car Driver Licence		<input type="checkbox"/>	
1.2 Specify the type and duration of licence you are applying for:			
		<i>Please Tick One Box Only</i>	
	Temporary	Full	
Grant	<input type="checkbox"/>	<input type="checkbox"/>	
Renewal	N/A	<input type="checkbox"/>	
SECTION 2. PERSONAL DETAILS			
Title	Surname		First Name(s)
Date of Birth	Age	Place of Birth	
Home Address <i>(Include flat position, house name etc)</i>			
Post Town		Postcode	
Contact Telephone No.		Email Address	
Home:			
Mobile:			
Current Licence No. (If applicable)	Expiry Date (If applicable)	Driving Licence Number	National Insurance No.

SECTION 3: CURRENT DRIVING LICENCE		
Read Note B		<i>Please Tick One Box Only</i>
Have you held a full Driving Licence, valid for driving in the UK, for the period of twelve months continuously immediately prior to submitting this application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION 4: FITNESS TO DRIVE		
Medical Condition(s)		
PLEASE NOTE, THE COUNCIL HAS ADOPTED DVLA GROUP 2 STANDARDS OF MEDICAL FITNESS AS THE APPROPRIATE STANDARDS FOR LICENSED DRIVERS AND YOU MAY BE REQUIRED TO PASS A MEDICAL EXAMINATION TO DETERMINE IF YOU MEET THESE STANDARDS. YOU MAY ALSO BE REQUIRED TO UNDERGO FURTHER ASSESSMENT DURING THE CURRENCY OF THE LICENCE.		
Read Note C		<i>Please Tick One Box Only</i>
Are you subject to any illness or medical condition	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have answered 'Yes' please provide details below:		

SECTION 5: RIGHT TO WORK		
Read Note D		<i>Please Tick One Box Only</i>
Do you have the right to work in the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
All applicants are required to attend a face to face interview to confirm your right to work in the UK.		

SECTION 6: PREVIOUS CONVICTIONS		
Read Note E		<i>Please Tick One Box Only</i>
Have you ever been convicted of any crime or offence (including any spent convictions as defined in the Rehabilitation of Offenders Act 1974)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION 7: KNOWLEDGE TEST	
Read Note G	<i>Date</i>
When did you pass the Street Knowledge Test? (Applies to all Grant of Licence applications only)	

SECTION 8: CHECKLIST

I confirm that I have enclosed the following:

All Applicants

- The relevant Application Fee
- A copy of my current DVLA (or equivalent) Driving Licence
- Summary of my current DVLA Driving Licence Record (**Read Note F**)
- DVLA Code-

Please ensure you enter the correct capital letter, lower case letter or number

*Please Tick***SECTION 9: DECLARATION BY APPLICANT****See Note A**

I hereby make my application to Aberdeen City Council and confirm that (a) the particulars given by me on this form are true to the best of my knowledge and belief; (b) the documents specified in section 8 are enclosed; (c) I have read the attached guidance and notes; and (d) the appropriate fee is enclosed.

Only the applicant can sign or amend this application form**SIGNATURE****DATE****PLEASE NOTE:**

Any person who in or in connection with the making of this application makes any statement which he knows to be false, or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level four on the standard scale.

When completed, this form should be returned to Licensing, Legal Services, Corporate Governance, Aberdeen City Council, Business Hub 6 L1S, Marischal College, Aberdeen, AB10 1AB or in person at Taxi Inspection Centre, Kittybrewster, Aberdeen along with the appropriate fee. Cheques should be made payable to "Aberdeen City Council". For assistance in completing the form, please telephone Licensing on (01224) 522449

PLEASE NOTE: APPLICATION FEES ARE NON- REFUNDABLE

NOTES

- A** The information which you provide on this form will be processed by Aberdeen City Council (which is the “data controller” for purposes of the Data Protection Act 1988). Aberdeen City Council (the Data Controller) will process the information on this form for the purpose of granting or refusing this application. The information will be disclosed to Police Scotland and any relevant law enforcement agencies. The information will also be published as part of the Licensing Committee agenda and minutes and held on a public register all of which will be available to members of the public on request. The Council is under obligation to properly manage public funds. Accordingly, information that you have provided on this form may be used to prevent and detect fraud, and may also be shared for the same purposes with other public bodies or other organisations.
- B** You must have a full Driving Licence, valid for driving in the UK, for a period of 12 months continuously prior to applying for a licence. You **cannot** submit an application if you have (a) held your licence for less than twelve months; or (b) you have been disqualified from driving, had your licence revoked or voluntarily surrendered your licence in the last twelve months.
- C** This Council has adopted DVLA Group 2 Standards. Where the Council has a concern regarding an applicant’s fitness to drive, the applicant will be referred to the Council’s Occupational Health advisor for assessment to Group 2 Standards. By submitting this application form you are agreeing to submit to medical examination should the Council have a concern regarding your fitness to drive.
- Licence Holders over 65 are required to undergo annual medicals to Group 2 Standards. By submitting this application form you are agreeing to submit to medical examination if applicable.
- D** Under the Immigration Act 2016 all applicants for licences must have the right to work in the UK. You will be required to provide evidence of your right to work in the UK; your application will not be processed without this evidence. Please see the attached guidance notes.
- E** **All** relevant convictions, including road traffic and other fixed penalties, incurred in the UK and abroad must be declared including “spent” convictions unless they are “protected” convictions. If you are in any doubt about “spent” or “protected” convictions, please obtain your own independent legal advice. Staff within the Licensing section are unable to provide advice on whether a specific conviction should be declared.
- If you are uncertain as to the details/dates of any crimes or offences you should contact Disclosure Scotland, PO Box No 250, Glasgow, G2 4JS (Phone: 0870 609 6006). Alternatively you can also call at any police office and pick up the appropriate Data Protection Form, requesting ‘subject access’ to your record.
- F** All applicants for a licence must produce a summary of their current Driving Licence Record from DVLA by accessing DVLA website or telephoning 0300 0830013
- G** You must have passed the Street Knowledge Test prior to applying for the Grant of a Taxi or Private Hire Car drivers licence or where you are renewing a private Hire Car Driver licence but have not previously passed the Street Knowledge Test.

FOR OFFICE USE ONLY

Date Received	Amount Paid	Receipt no
Immigration Check Interview	Done <input type="checkbox"/>	Initials
D/L Copy Received Y/N	D/L Record Received Y/N	
Police Response Received Y/N	Clear Response <input type="checkbox"/>	Obj/Rep <input type="checkbox"/>
Knowledge Test Pass	Date	
Medical Referral No	Date Referred	

Guidance on Applying for Taxi Driver's or Private Hire Car Driver's Licence

Before lodging your application for Taxi Driver's or Private Hire Car Driver's Licence please ensure that you have read the following Guidance:

1. WHO SHOULD APPLY?

Individuals who want to operate as a Taxi Driver or Private Hire Car Driver within the Aberdeen City Council boundary can apply for a licence using the attached application form.

A licensed Taxi Driver can operate any Taxi or Private Hire Car licensed by Aberdeen City Council.

A licensed Private Hire Car Driver can operate any Private Hire Car licensed by Aberdeen City Council.

2. WHAT IS THE DIFFERENCE BETWEEN TAXI AND PRIVATE HIRE CAR?

Both Taxis and Private Hire Cars can be pre-booked.

The main difference is that a Taxi can be 'hailed' in the street or from a recognised Taxi Stance; a Private Hire Car can only pick up passengers who have pre-arranged a booking.

3. WHAT ARE THE MINIMUM REQUIREMENTS FOR APPLYING?

Before you can apply for a Taxi Driver's or Private Hire Car Driver's Licence you must meet these minimum Requirements:-

- Be able to work legally in the UK;
- Be fit to drive (to DVLA Group 2 medical standards) and
- Have held for a period of 12 consecutive months prior to the date your application is lodged either a UK Driving Licence issued by DVLA or an equivalent EAA Driving Licence.

4. ARE THERE DIFFERENT TYPES OF APPLICATION?

Depending on your circumstances you can apply for one of three types of application.

If you do not currently hold a licence with this Council you can apply for the following:

Grant- If you do not currently hold a licence you can make a Grant application. This type of licence lasts for one year. If you are applying as a taxi driver you will be required to pass Aberdeen City Councils' street knowledge test. You will not be licensed to operate as a Taxi Driver or Private Hire Car Driver until the licence is granted. Street Knowledge Test application forms are available from Marischal College, Taxi Inspection Centre Kittybrewster or Online. The cost of each application is £15 and this covers one test. There are no limitations on the number of test sat however you must submit a new application and pay the £15 fee for each test.

Temporary- You can apply for a temporary licence that lasts for a period of no more than 6 weeks (you will still be required to pass the street knowledge test). You will not be licensed to operate as a Taxi Driver or Private Hire Car Driver until the temporary licence is granted.

If you lodge a grant application for the relevant licence prior to the expiry of your temporary licence, you can continue to operate beyond the expiry of your temporary licence whilst the grant application is being considered.

If you currently hold a licence with this Council you can apply to renew the licence before it expires.

Renewal- Your renewal application must be lodged no later than the expiry date of your current licence. You cannot submit your renewal application more than two months before the expiry of the licence. As long as your renewal is lodged before the expiry of your current licence you can continue to operate whilst the application is being considered.

5. HOW DO YOU APPLY?

To apply for a Licence you should complete the attached application form and submit it to the Licensing Section with the relevant fee. Your application must be accompanied by the required supporting documents set out in part 6 of the guidance.

Your application can be submitted in person at either:

Customer Service Centre
Marischal College
Aberdeen

Taxi Inspection Centre
Kittybrewster
Aberdeen

BY POST

You can submit your application by post to the following address:

Licensing Team
Aberdeen City Council
Business Hub 6, L1S
Marischal College
Aberdeen AB10 1AB

6. WHAT NEEDS TO ACCOMPANY THE APPLICATION?

DRIVING LICENCE

A copy of your current Driving Licence (front & back) issued by DVLA must accompany the application.

COPY OF CURRENT DRIVING LICENCE RECORD HELD BY DVLA

From 8 June 2015 your Driving Licence will no longer be updated with details of your road traffic offences, penalty points etc. The DVLA will now only hold this information electronically.

When lodging your application you will need to provide a copy of your current electronic Driving Licence Summary record held by DVLA. You can do this by using the 'View or Share your Driving Licence Information' service at:

<https://www.gov.uk/view-driving-licence>.

This service allows you to share your Driving Licence information by creating a one page summary of your record which details the following information:

- Your details
- Vehicles you can drive
- Penalties and Disqualifications

The DVLA has produced a guide on how to share your information, this can be viewed at:

<https://www.gov.uk/government/publications/how-to-share-your-driving-licence-information>

At stage 5 of the guide you should use the 'View, print or save your licence information' link to create and print the single page summary of your record. You do not have to provide the 8-digit 'Check Code' that is also created at stage 5 of the guide.

The single page summary of your Driving Licence record must be produced no more than five days prior to the date your application is lodged with the Licensing Section.

Please note that any attempt to falsify or tamper with the Driving Licence record provided to the Licensing Authority will result in your application being deemed incompetent and, if necessary, the matter being referred to Police Scotland.

EVIDENCE OF RIGHT TO WORK

All applicants must provide evidence of their right to work in the UK and you will be required to attend a face to face interview to which you must bring the following-

- If you are a British Citizen please provide your current passport with the application. If you do not have a current passport, then please provide your birth certificate along with either your National Insurance Card or most up to date P60/P45.
- If you are an EU National please provide your passport or National Identity Card with the application.
- If you are not a British Citizen or an EU National, please provide your passport and residence permit confirming your immigration status and right to work in the UK.

7. HOW WILL THE APPLICATION BE PROCESSED?

A 28 day consultation period begins on receipt of your application. Any person can object to your application at this stage.

During this period your application will be sent to Police Scotland. The Police may object or make a representation to the application if they do not consider you a 'fit and proper person' to hold a licence. The Police may also charge you with an offence if you have made a false statement on your application form or failed to declare convictions.

The application may also be passed to UK Visas and Immigration if we need to confirm your immigration status and/or right to work in the UK.

Once the 28 day consultation period is complete, we will review your application.

If the Council has a concern regarding your fitness to drive, we will normally ask you to undergo a medical examination at this stage. The Council will pay for this examination.

If no adverse comments have been received and there are no other issues with your application, it will then be considered 'straightforward' and placed on a list of applications to be granted. We will then contact you, in writing once the application has been granted.

If there is a problem with the application such as a Police Objection we will refer the application to a meeting of the Licensing Committee for a decision. If this happens you will receive a letter requesting your attendance at the meeting and explaining the reason you are being called. Although you are not legally required to attend it is recommended that you do so. We will contact you, in writing, after the meeting to advise you of the Committee's decision.

8. HOW LONG WILL IT TAKE?

The Council is allowed six months to consider your application but we aim to deal with all applications as soon as possible.

Applications which are not straightforward (e.g. Police Scotland object to the application) have to be referred to the Licensing and Regulatory Committee and can take up to 6 months to process.

9. WHAT HAPPENS AFTER MY APPLICATION IS GRANTED?

You will receive a letter advising that your application has been granted. The letter will include your licence and licence conditions. The letter will explain how you collect your identification badge and include the appropriate form.

10. WHAT HAPPENS IF MY APPLICATION IS REFUSED?

You will receive a letter advising that your application has been refused. You have the right to appeal the decision at Aberdeen Sheriff Court provided you were in attendance at the relevant Licensing Committee meeting.

11. ARE THERE CONDITIONS ATTACHED TO THE LICENCE?

Yes. There are standard conditions attached to all Taxi Drivers and Private Hire Car Drivers Licences. A copy of these conditions is provided with the licence. As a licensed driver you will be expected to comply with every condition. Failure to do so may result in the Council suspending your licence.

OTHER FREQUENTLY ASKED QUESTIONS (FAQS)

AM I GUARANTEED TO BE REFUSED BECAUSE I HAVE CERTAIN CONVICTIONS OR DRIVING OFFENCES?

The fact that you have certain convictions does not prevent you applying nor does it guarantee that you will be refused. Every application is considered on its own merit.

I HAVE A MEDICAL CONDITION; DOES THIS PREVENT ME FROM APPLYING?

The fact that you have a medical condition does not prevent you applying nor does it guarantee that you will be refused.

The Council expects driver of Taxis and Private Hire Cars to be fit to the Group 2 Standards adopted by DVLA.

If you have a medical condition you must declare this on your application form. You will then be referred for medical examination to assess your fitness to Group 2 Standards; the Council will pay for this medical.

CAN I GET FURTHER INFORMATION?

If you have any further questions about the application process the Council's Licensing Team will be happy to assist you. Please note that whilst the Licensing Team can provide guidance, the team cannot offer you legal advice.

You can contact us in person or by phone or email.

Licensing Team:
Marischal College
Aberdeen

01224 522878 or 522879
Email: Licensing@aberdeencity.gov.uk